

Notice of Dwelling Refurbishment Procedures

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you of the upcoming refurbishment procedures scheduled for your dwelling located at [Property Address]. The following details outline the key aspects of the refurbishment process:

Refurbishment Timeline

Start Date: [Insert Start Date]

End Date: [Insert End Date]

Work Scope

The refurbishment will include the following:

- [Scope Item 1]
- [Scope Item 2]
- [Scope Item 3]

Access Arrangements

Access to your dwelling will be necessary during the refurbishment. Our team will coordinate with you to minimize any disruption.

Contact Information

If you have any questions or concerns, please feel free to contact us at:

Email: [Insert Email Address]

Phone: [Insert Phone Number]

Thank you for your understanding and cooperation during this improvement process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]